

# PROCEDURES MANUAL

## CATAWBA COUNTY, NC



*A MANUAL FOR RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT  
(Applications, Plan Requirements, Plat Certificates)*



**CATAWBA COUNTY**

P.O. Box 389 100-A South West Boulevard Newton, North Carolina 28658-0389  
<http://www.catawbacountync.gov>

Phone (828) 465-8380  
Fax (828) 465-8484

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### **Introduction**

The Catawba County *Procedures Manual* is to be used in conjunction with the Catawba County *Unified Development Ordinance*. The *Procedures Manual* is a booklet that contains the applications, forms, and specific site plan requirements in order to have a development reviewed by the County. We recommend that anyone going through the development process should first obtain a copy of the *Unified Development Ordinance* to determine the type of development and the process required for review. This ordinance can be purchased from our office for \$16.00 or you may review this information on our website at:

[www.co.catawba.nc.us/depts/planning/general/index.html](http://www.co.catawba.nc.us/depts/planning/general/index.html)

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**2.1**

**Development Chart: non-recordable platting requirements**  
 (Items to note on submitted plans)

**Application submitted requires complete application along with submittal of 2 - (18 inch x 24 inch),  
 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

**Detailed Plot Plan** (not recorded with the Register of Deeds) - used for:

- Residential zoning permit (Administrative Review)
- Sign permit (Administrative Review)
- Variance (Board Review)

**Detailed Site Plan** (not recorded with the Register of Deeds) - used for:

- Special Use (Board Review)
- Non-residential/Non Planned Development Commercial (Administrative Review)

**Concept Site Plan** (not recorded with the Register of Deeds) (Board Review) - used for:

- Rezoning for a Planned Development
- Rezoning for a Conditional District
- Rezoning for a Special District
- Rezoning for a Mixed Use Corridor Overlay
- Rezoning for a Village Center
- Manufactured Home Park

Required (R) / Optional (O) / Approximate (A) / If Required (IR) / If Proposed (IP)  
 Blank Space - Not Applicable

	Detailed Plot Plan	Detailed Plat Plan (for Sign)	Detailed Site Plan	Concept Site Plan
Access - for waterway traffic			R	
Access - shared				IR/IP
Access points (ingress & egress) for pedestrians		R	R	R
Access points (ingress & egress) for traffic			R	R
Accessory structures				IR/IP
Acreage of parcel	R			R
Adjoining land uses & zoning districts noted			R	R
Agreement certificate	R		R	R
Alleys				IR/IP
Airstrips on site & surrounding properties	R	R	R	R
Awning - materials & location		R		IR/IP
Building construction materials		R		IR
Building entrances				R
Building facade setback relief				IR
Buildings - architectural elements; theme, color, massing				IR
Channelization				R
Circulation patterns				R
Common open space			R	R
Community pathways				R
Date of plan	R		R	R
Driveway - shared			R	R
Driveway location(s)		R	R	R



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	Detailed Plot Plan	Detailed Plat Plan (for Sign)	Detailed Site Plan	Concept Site Plan
Driveways - connected interior				R
Existing lots & blocks & general patterns of proposed lots & blocks			R	
Floodplain denoted				R
Floor Area Ratio			R	
Historic sites				R
Imperviousness				R
Housing - porch location				R
Landscaping - driveways			R	R
Landscaping - entranceways				R
Landscaping - foundation plantings		R	R	R
Landscaping - internal parking area			R	R
Landscaping - perimeter buffer of parcel			R	R
Landscaping - perimeter for parking facilities			R	R
Landscaping - planting screening and easements			R	R
Landscaping - street trees			R	R
Landscaping - trees & shrubs, location of existing		R	R	R
Landscaping - trees & shrubs, location of proposed		R	R	R
Landscaping/screening - within buffer area			R	R
Light fixtures - type & location (free standing & on buildings)		R	R	R
Loading & service areas (screened)			R	R
Loading spaces			R	R
Lot (shape, location, dimensions)	R			
Mechanical equipment - ground (screened)			R	R
Mechanical equipment - rooftop				R
Name of development			R	R
Name(s) of developer	R		R	R
Natural areas				R
North arrow	R		R	R
Open storage				
Parking - off street			R	R
Parking - shared				R
Parking facilities; spaces, location, character, scale			R	R
Pedestrian access areas				R
Pedestrian amenities				R
Pedestrian crosswalks			R	R
Pedestrian use - location of existing public & quasipublic facilities for pedestrian use; excluding automobile use; scale of such systems; indication of open air & internal components			R	
Phasing plan noted				R
Principal service areas for major structures			R	
Property line locations		R		R
Relation to major transportation facilities				R
Right-of-way locations		R	R	R
Roof - material & color				IR
Scale, no smaller than 1"=200'	R		R	R
Setbacks	R		R	R
Sidewalks			R	R



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	Detailed Plot Plan	Detailed Plat Plan (for Sign)	Detailed Site Plan	Concept Site Plan
Sign - buildings & walls - location & size of		R		
Sign - design sketch		R		
Sign - location of existing signs on lot & building(s)		R		
Sign - new sign location, size & height		R	R	R
Sign - surface area		R		
Signalization (existing & proposed)		R	R	R
Slopes in excess of 20%				R
Solid waste storage area (central & screened)			R	R
Storm water management facility locations			R	R
Street designation (public or private)				R
Structures - type of existing and proposed	R		R	R
Structures, existing - location, height & use of	R		R	
Structures, proposed - location, height & use of	R		R	R
Topographical & other natural features			R	
Traffic improvements - off site (turn lanes, etc.)				R
Transportation patterns - proposed			R	R
Easements - utilities, (underground installation required)	R	R	R	R
Obstructions on neighboring parcels (viewed) to be noted			R	
Transportation patters - existing			R	
Uses - existing & proposed	R			R
Utility provider (water & sewer) - confirmation in writing from provider	R		R	R
Wastewater location and notation			R	R
Water supply location and notation			R	R
Watershed designation			R	R
Wetlands				R
Zoning district of adjoining sites				R
Zoning district of site	R			R

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**2.2**

**Development Chart: platting requirements**  
 (Items to note on recorded plats)

**Sketch Plat** - Optional for major subdivision

**Preliminary Plat** - Required for major subdivision

**Final Plat** - Required for family, minor & major subdivision

**Exempt Plat** - Optional

Required (R) / Optional (O) / Approximate (A) / If Required (IR)  
 Blank Space - Not Applicable

	Sketch Plat	Preliminary Plat	Final Plat	Exempt Plat
Acreage of each lot, excluding rights-of-way	A	R	R	R
Acreage of total parcel of land for platting	R	R	R	R
Airstrips on land to be subdivided & surrounding properties	R	R	R	R
All property lines with bearings, arch lengths, chord lengths, (indicated by dashed lines), as appropriate			R	R
Conformance with current edition of G.S. 47-30 and Standards of Practice for Land Surveyors in North Carolina			R	R
Control corner(s)			R	R
County zoning classification	R	R	R	R
Courses and distances of the perimeter of the land for platting based on field survey		R	R	R
Curve data as specified in G.S. 47-30			R	R
Date of survey	R	R	R	R
Dimensions of all lot lines		A	R	R
Flood hazard zone locations, designation flood panel number and elevation where FEMA study completed	A	R	R	R
Landscaping detail (separate plan)		IR	IR	
Location and type of survey markers installed within subdivision			R	R
Location and use of all existing and proposed easements including easements for drainage and utilities			R	
Location map showing subdivision in relation to major roads and other obvious references	R	R	R	
Location of all existing structures		R	R	R
Location of points of intersection where circular curves are not used			R	R
Location of public water and sewer lines when abutting parcel. Note on plat if available and connection required - refer to Catawba County Water Extension Ordinance	R	R	R	
Lots to be numbered		R	R	R
Major physical features of site, including existing wetlands, and drainage ways	R	R	R	
Name and address and North Carolina registration number and seal of surveyor and engineer			R	R
Name and address of current property owner	R	R	R	R
Name and address of owner's agent	R	R	R	
Name of adjoining property owners		R	R	R
Name of development in title block	R	R	R	
Names of adjacent subdivisions and identification of publicly owned land		R	R	
Names of rights-of-ways widths of all adjacent roads		R	R	R
Names of rights-of-ways, widths, of all streets within land proposed for		R	R	R

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	Sketch Plat	Preliminary Plat	Final Plat	Exempt Plat
subdivision				
North arrow	R	R	R	R
Parcel Identification Number (PIN)	R	R	R	R
Plat certificates			R	R
Reference to at least one known point shown on the North Carolina State Plane Grid System as per G.S. 47-30			R	R
Road cross section & recommended road connection profile (See <i>Subdivision Roads Minimum Construction Standards</i> , NCDOT)			R	
Scale - no smaller than 1 inch equal to 200 feet, shown graphically and in text	R	R	R	R
Sites and acreage proposed for public purposes, common open space	A	R	R	
Topographic detail (separate plan)		R		
Township, County and Small Area Plan (SAP)		R	R	R
Utility provider (water & sewer) - confirmation in writing from provider		R	R	
Watershed designation		R	R	



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**3.1**

**Zoning Authorization Permit Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
The proposed use for this building or land is \_\_\_\_\_  
The building or land was previously used for \_\_\_\_\_  
List physical changes to building or land \_\_\_\_\_  
Business name if different from above \_\_\_\_\_  
  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications for a non-residential development requires complete application along with submittal of 2 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plan.  
Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Application Date \_\_\_\_\_

Other information concerning the lot, adjoining lots, or other matters to determine compliance with this Chapter. The zoning authorization permit must include necessary information for the planning director to make a determination that the plans

If the lot is not a lot of record, sufficient data must be provided to detail that the lot is a legally approved lot

When 2 or more lots are proposed for one zoning authorization permit, a recorded deed must be submitted combining the lots into one zoning lot



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**FOR COUNTY ZONING USE ONLY**

☐ Change In Use      ☐ Remodeling      ☐ Accessory Structure      ☐ Change in Occupancy  
☐ Home Occupation      ☐ Temp. Const. Office      ☐ New Construction      ☐ Manufactured Housing  
☐ Parking/Loading      ☐ Interior Renovations      ☐ Other (specify) \_\_\_\_\_  
Reference # \_\_\_\_\_ Zone \_\_\_\_\_ Overlay District \_\_\_\_\_ Use Permitted \_\_\_\_\_  
Front Setback \_\_\_\_\_ Side Setback \_\_\_\_\_ Side Street Setback \_\_\_\_\_ Rear Setback \_\_\_\_\_ Size of Lot \_\_\_\_\_  
Maximum Height \_\_\_\_\_ Flood Zone \_\_\_\_\_ Lot of Record \_\_\_\_\_ Approved PD \_\_\_\_\_ Approved Minor PD \_\_\_\_\_  
Watershed Protection Area \_\_\_\_\_ Trees Required \_\_\_\_\_ Airport Ordinance \_\_\_\_\_  
Other (Describe): \_\_\_\_\_

Zoning Authorization Permit Approved \_\_\_\_\_ Date: \_\_\_\_\_ Zoning Administrator \_\_\_\_\_  
Conditions of Approval \_\_\_\_\_  
Zoning Permit Disapproved \_\_\_\_\_ Date: \_\_\_\_\_ Zoning Administrator \_\_\_\_\_  
Reasons For Disapproval \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Zoning authorization permits expire 6 months from the date of issuance unless a valid building permit has been issued for the work authorized by the zoning authorization permit. When a building permit expires, the zoning authorization permit shall also automatically expire.



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**3.2**

**Zoning Compliance Certificate**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Zoning Authorization Permit Approval Date \_\_\_\_\_

No building, structure, or zoning lot for which a Zoning Authorization Permit has been issued can be used or occupied until the planning director has issued a Zoning Compliance Certificate. A final inspection has been performed and all required improvements have been installed in conformance with the detailed site plan and zoning authorization permit or a performance guarantee has been approved.

\_\_\_\_\_  
Zoning Approved By

\_\_\_\_\_  
Date



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### **4.1**

#### **Sign Permit Requirements**

For the sake of uniform treatment of all Sign Contractors, please be aware that the City of Hickory and Catawba County requires the following for all new Signs:

- 1) A permit application needs to be completed, listing the Electrical Contractor (for any illuminated signs, whether internally or externally illuminated), the square footage, and the cost (all blank spaces must be filled in).
- 2) A licensed electrician is required for all illuminated signs, and they must submit a signed sub-contractor form for the work on the sign (even if they are hired by the General Contractor for new construction).
- 3) All signs must meet Appendix H of the North Carolina Building Code to include all design requirements for working stresses from chapter 16 and attachment drawings.
- 4) All sign applications must have a drawing of the sign. Wall sign drawings must show the building width, existing signage, and location and size of new sign to determine allowable signage.

All Signs Require Inspections:

- 1) All signs require a final sign inspection.
- 2) Pole/Ground signs additionally require footing and setback inspections before concrete is poured.
- 3) All illuminated signs (whether internally or externally illuminated) require a final electric inspection.
- 4) Contractor must provide lift equipment necessary for the Code Official to complete the inspection.

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**4.2****Sign Permit Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Sign Location \_\_\_\_\_  
Contractor \_\_\_\_\_ Contractor's Phone # \_\_\_\_\_  
Contractor's Address \_\_\_\_\_  
Electrical Contractor \_\_\_\_\_ Electrical Contractor's Phone # \_\_\_\_\_  
Electrical Contractor's Address \_\_\_\_\_

**At a minimum, an application requires a complete application along with submittal of 3 - (18 inch x 24 inch) and 1 - (8 inch x 11 inch) copies of the plot plan**

(This application becomes a permit upon approval by the Zoning Administrator & Building Official.)

In order to expedite the review process needed for zoning approval, please review the following list and include all marked items with your application. An Application for Sign Permit cannot be approved until the following information has been provided to County Zoning.

Type of Sign: ☐ Wall ☐ Ground ☐ Roof

Size: ☐ Height ☐ Length ☐ Total Square Ft.

Illuminated? ☐ Yes (\_\_\_\_\_amps) ☐ No

Other signs not attached to building? ☐ Yes ☐ No

Support Material \_\_\_\_\_

Does building have field installed NEON skeleton tubing? ☐ Yes Cost \$ \_\_\_\_\_ ☐ No

Projection from building wall: ☐ Ft. ☐ In. Height above sidewalk or grade: ☐ Ft. ☐ In.

LED ☐ Yes ☐ No

Trivision ☐ Yes ☐ No

Roof, pennant, flag, balloon, banners, portable signs, air filled devices or helium filled are not allowed as permanent signs. Flashing, pulsating or rotating signs are not allowed as temporary or permanent signs.



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All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plot.  
Submitted plot to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For County Zoning Use Only**

Zoning Designation \_\_\_\_\_ Setbacks \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Airport Protection  
Zone \_\_\_\_\_ yes \_\_\_\_\_ no Front Side Rear Side Street

Sign Application **Approved** \_\_\_\_\_ Date \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

Sign Application **Disapproved** \_\_\_\_\_ Date \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

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Catawba County requires that ALL Signs be INSPECTED. Footings, Underground Elec., Final Elec. And Final Sign Inspections.



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### **5.1**

#### **General Rezoning Checklist**

**Note:** When a rezoning request is approved, it does not necessarily mean that the structures located on the property are suitable for a particular use. We recommend that the applicants discuss with our Building Inspections and Environmental Health Department what changes will be necessary to bring the structures in conformity with the State Building Code and other applicable codes prior to submitting the request for rezoning. In most cases, but especially when residential structures are converted for use as a commercial structure, there are changes to the structure that will be required prior to the issuance of a Zoning Compliance Certificate.

- ☐ Contact the Planning and Community Development office to discuss the type of rezoning request that you have and to set up a time to meet with a staff member to review this request.
- ☐ Although a rezoning request may be approved, this does not mean that the building can automatically be occupied or that the new use may start immediately on the property that was rezoned. For new nonresidential uses, a detailed site plan must be submitted to the Planning Department for review. This site plan will have to be approved before the property can be developed. The applicant should call the Planning Department to schedule a meeting to review all zoning requirements that must be met before the use is permitted.
- ☐ If there are existing structures on the property, it is the responsibility of the applicant to communicate with the Building Inspections Department to find out what changes or alterations will need to be made to the structure to bring it up to current building code requirements. (For example, an existing residential structure that is to be converted for commercial use will have to be brought up to commercial specifications, such as handicap access, adequate rest room facilities, etc.).
- ☐ It is recommended that the applicant consult with the Environmental Health Department regarding any on-site septic and/or well requirements that may be needed. Also note that some establishments, such as restaurants and daycare centers, are required to have a license to operate).
- ☐ It is recommended that the applicant consult with the North Carolina Department of Transportation (NCDOT) regarding any driveway connection permit requirements.
- ☐ If after meeting with staff you feel that you would like to pursue your rezoning request, then you can fill out an application. **The application must be made by the 15<sup>th</sup> day of the month in order for the Planning Board to hear the request on the last Monday of the following month.**
- ☐ If the applicant is not the owner of the property a written verification from the property owner indicating that they are aware of the request being made is required.
- ☐ You will be scheduled for a hearing in front of the Planning Board, who will make a **recommendation** to the Board of Commissioners.
- ☐ The Board of Commissioners will make final decisions regarding rezoning requests. Staff will notify you by mail of the actual meeting dates and times (generally the third Monday of the month). With this notification, you will also receive a copy of the information that is to be presented by staff to the Board.
- ☐ If the Board of Commissioners denies a request, then another application for the same or similar amendment affecting the same property or a portion of it cannot be accepted until the expiration of a one-year period from the date of the denial.



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- ☐ If the Board of Commissioners approves a request, then the change becomes effective immediately on the date of approval.
- ☐ All applicable Zoning, Environmental Health and Building Inspection requirements must be met before a Zoning Authorization Permit to begin construction can be issued for the development.

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**5.2****General Rezoning Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Current Base Zoning District(s) \_\_\_\_\_  
Proposed Zoning District(s) \_\_\_\_\_

All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the following information. All boxes must be checked.

- ☐ If a portion of an existing parcel is requested for the rezoning, then attach a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than (1 inch = 200 feet) on a 18 inch x 24 inch survey map, and one 8 inch x 11 inch copy of the survey
- ☐ If applicable, a legal description of such land
- ☐ If applicable, a detailed statement of any alleged error in this Ordinance which would be corrected by the proposed amendment and a detailed explanation of the manner the proposed amendment will correct the alleged error
- ☐ A detailed statement of all other circumstances, factors, and reasons which applicant offers in support of the proposed amendment
- ☐ Filing Fee: Per Catawba County Fee Schedule

To the best of my knowledge all information submitted on this application and accompanying documentation is true, factual and complete. I understand that the rezoning shall apply to the property in the future and is a right or obligation transferable by sale. If the property is rezoned, State law requires a reappraisal of the property by the Tax Office.



**CATAWBA COUNTY**

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<http://www.catawbacountync.gov>

Phone (828) 465-8380  
Fax (828) 465-8484

**6.1**

**Planned Development Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Current Base Zoning District(s) \_\_\_\_\_  
Proposed Zoning District(s) \_\_\_\_\_

**Applications for a development requires complete application along with submittal of 2 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the following information. All boxes must be checked.

- ☐ If a portion of an existing parcel is requested to be rezoned, then attach a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than (1 inch = 200 feet) on a 18 inch x 24 inch survey map, and one 8 inch x 11 inch copy of the survey
- ☐ If applicable, a legal description of such land
- ☐ If applicable, a detailed statement of any alleged error in this Ordinance which would be corrected by the proposed amendment and a detailed explanation of the manner the proposed amendment will correct the alleged error
- ☐ A detailed statement of all other circumstances, factors, and reasons which applicant offers in support of the proposed amendment
- ☐ Filing Fee: Per Catawba County Fee Schedule

To the best of my knowledge all information submitted on this application and accompanying documentation is true, factual and complete. I understand that the rezoning shall apply to the property in the future and is a right or obligation transferable by sale. If the property is rezoned, State law requires a reappraisal of the property by the Tax Office.

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**7.1****Conditional District Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Current Base Zoning District(s) \_\_\_\_\_  
Proposed Zoning District(s) \_\_\_\_\_

**Applications for a development requires complete application along with submittal of 2 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the following information. All boxes must be checked.

- ☐ If a portion of an existing parcel is requested to be rezoned, then attach a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than (1 inch = 200 feet) on a 18 inch x 24 inch survey map, and one 8 inch x 11 inch copy of the survey
- ☐ If applicable, a legal description of such land
- ☐ If applicable, a detailed statement of any alleged error in this Ordinance which would be corrected by the proposed amendment and a detailed explanation of the manner the proposed amendment will correct the alleged error
- ☐ A detailed statement of all other circumstances, factors, and reasons which applicant offers in support of the proposed amendment
- ☐ Filing Fee: Per Catawba County Fee Schedule

To the best of my knowledge all information submitted on this application and accompanying documentation is true, factual and complete. I understand that the rezoning shall apply to the property in the future and is a right or obligation transferable by sale. If the property is rezoned, State law requires a reappraisal of the property by the Tax Office.



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**7.2**

**Development Agreement with Conditions**

The development agreement will contain conditions mutually agreed to by the developer and the County and is a part of the development approval.

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**8.1****Special District Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_

**Applications for a development requires complete application along with submittal of 2 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the following information. All boxes must be checked.

- ☐ If a portion of an existing parcel is requested to be rezoned, then attach a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than (1 inch = 200 feet) on a 18 inch x 24 inch survey map, and one 8 inch x 11 inch copy of the survey
- ☐ If applicable, a legal description of such land
- ☐ If applicable, a detailed statement of any alleged error in this Ordinance which would be corrected by the proposed amendment and a detailed explanation of the manner the proposed amendment will correct the alleged error
- ☐ A detailed statement of all other circumstances, factors, and reasons which applicant offers in support of the proposed amendment
- ☐ Filing Fee: Per Catawba County Fee Schedule

To the best of my knowledge all information submitted on this application and accompanying documentation is true, factual and complete. I understand that the rezoning shall apply to the property in the future and is a right or obligation transferable by sale. If the property is rezoned, State law requires a reappraisal of the property by the Tax Office.

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**9.1****Special Use Permit Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Existing Use \_\_\_\_\_ Proposed Special Use \_\_\_\_\_

**Applications for a development requires complete application along with submittal of 12 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

All information contained in Chart 2.1 of the Procedure Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by the Board of Adjustment by \_\_\_\_\_ (date). Any variations above and beyond what was approved by the Board of Adjustment will be subject to a new re-submittal to the Board of Adjustment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the following information. All boxes must be checked.

- ☐ If a portion of an existing parcel is requested to be rezoned, then attach a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than (1 inch = 200 feet) on a 18 inch x 24 inch survey map, and one 8 inch x 11 inch copy of the survey
- ☐ If applicable, a legal description of such land
- ☐ If applicable, a detailed statement of any alleged error in this Ordinance which would be corrected by the proposed amendment and a detailed explanation of the manner the proposed amendment will correct the alleged error
- ☐ A detailed statement of all other circumstances, factors, and reasons which applicant offers in support of the proposed amendment
- ☐ Enclosed a full and accurate description of the proposed use including its location, appearance and operational characteristics, and explain the economic, noise, glare, and odor effects on adjoining property, as well as, the general compatibility with adjacent and other properties in the district
- ☐ Filing Fee: Per Catawba County Fee Schedule

To the best of my knowledge all information submitted on this application and accompanying documentation is true, factual and complete.

The undersigned requests a Special Use for the use specified below. Should this application be approved, it is understood that it shall only authorize that particular use described in this application and any conditions or safeguards required by the Board.



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**For Office Use**

Filing fee paid on \_\_\_\_\_  
Date filed \_\_\_\_\_  
Date advertised \_\_\_\_\_  
Date property posted \_\_\_\_\_  
Application # \_\_\_\_\_

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**10.1****Variance Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_

**Applications for a development requires complete application along with submittal of 12 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan**

All information contained in Chart 2.1 of the Procedure Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan by the Board of Adjustment by \_\_\_\_\_ (date). Any variations above and beyond what was approved by the Board of Adjustment will be subject to a new re-submittal to the Board of Adjustment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach the following information. All boxes must be checked.

- ☐ If a portion of an existing parcel is requested to be rezoned, then attach a survey of the portion of the parcel(s) covered by the proposed amendment at a scale no smaller than (1 inch = 200 feet) on a 18 inch x 24 inch survey map, and one 8 inch x 11 inch copy of the survey
- ☐ If applicable, a legal description of such land
- ☐ If applicable, a detailed statement of any alleged error in this Ordinance which would be corrected by the proposed amendment and a detailed explanation of the manner the proposed amendment will correct the alleged error
- ☐ A detailed statement of all other circumstances, factors, and reasons which applicant offers in support of the proposed amendment
- ☐ Enclosed a full and accurate description of the proposed use including its location, appearance and operational characteristics, and explain the economic, noise, glare, and odor effects on adjoining property, as well as, the general compatibility with adjacent and other properties in the district
- ☐ Filing Fee: Per Catawba County Fee Schedule

To the best of my knowledge all information submitted on this application and accompanying documentation is true, factual and complete.

**For Office Use**

Filing fee paid on \_\_\_\_\_  
Date filed \_\_\_\_\_  
Date advertised \_\_\_\_\_  
Date property posted \_\_\_\_\_  
Application # \_\_\_\_\_

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**11.1****Family Subdivision Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

North Carolina (NC) General Statutes 153A-330 and 153A-335, and the County Subdivision Regulations require building sites or other divisions of land to be mapped by a NC Registered Land Surveyor. The map must be approved by the County and recorded in the Office of the Register of Deeds. **NO ZONING, SEPTIC TANK, or BUILDING PERMIT** will be issued until each newly created piece of property has been mapped, approved, and recorded. In order to properly comply with North Carolina State Law, the following items must be completed in the order outlined below:

- ☐ Contact the Planning Department to make sure that the division of property planned is a Family Subdivision. Call the Planning Department to schedule an appointment.
- ☐ Contact an NC Registered Land Surveyor and discuss with him/her the plans. Have the surveyor prepare a map showing how the property is to be divided.
- ☐ All information contained in Chart 2.2 of the Procedures Manual.
- ☐ Have the surveyor stake the corners and number each new parcel of land.
- ☐ Schedule an appointment with a Planner and bring 4 paper copies of your survey for review. 3 copies are for the Planning Department review and 1 copy is for the Environmental Health Department review.
- ☐ Call the County Environmental Health Department and apply for lot evaluations for wells and/or septic systems on all lots shown on the map. They will need a copy of the survey.
- ☐ After tests have been completed by the Environmental Health Department, obtain an approval form and bring the form to the Planning Department.
- ☐ After the Planning Department has reviewed the paper copy of your subdivision plan, schedule an appointment with a Planner and bring 1 final paper copy and 1 final "Mylar" of your plat (recordable size 18 inch x 24 inch). A final copy must include all required corrections.
- ☐ Review fee – Per Catawba County Fee Schedule.
- ☐ Plat recording fee – See Catawba County Register of Deeds.
- ☐ A Planner will approve the map and record the mylar at the Register of Deeds office once all the above steps have been completed.



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**11.2**

**Family Subdivision Lineal Family Member/Sibling Statement**

I hereby acknowledge that I have created the Family Subdivision titled

---

I have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the creation of lots for lineal family members or siblings. The purpose for creating a Family Subdivision is to have my lineal family member homestead on the new lot. I realize if lots are created for people other than lineal family members, then the provisions for a Minor or Major Subdivision is to be followed as outlined in the *Catawba County Unified Development Ordinance*. One of the provisions requires that each lot have existing frontage connecting to a North Carolina Department of Transportation (NCDOT) maintained road (as per the *Catawba County Unified Development Ordinance*), or a road must be built to NCDOT standards so that it can be added to the NCDOT maintenance system.

I further acknowledge that my lineal family members who will be homesteading on the newly created family lots are:

- |                    |  |
|--------------------|--|
| 1. _____<br>(Name) | _____ Lot#_____, and<br>(Relationship) |
| 2. _____<br>(Name) | _____ Lot#_____, and<br>(Relationship) |
| 3. _____<br>(Name) | _____ Lot#_____, and<br>(Relationship) |

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**11.3****Family Subdivision Plat Certificates****Ownership and Dedication Certificate for Individual Owner(s)**

I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, dedicated for public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

And;

**Public Plat Declaration**

All roads in this subdivision are hereby declared public. The maintenance of all streets and roads in this subdivision shall be the responsibility of \_\_\_\_\_ and it shall be their responsibility to bring such streets up to the standards of the North Carolina Department of Transportation before any streets on this plat are added into the North Carolina State Highway System.

\_\_\_\_\_  
Owner/Subdivider

\_\_\_\_\_  
Date

And;

**Acknowledgement Certificate for Family Subdivision**

I acknowledge that this plat was approved under the provisions of a Family Subdivision as defined in Table 44-341-1 of the Catawba County Unified Development Ordinance, for the purpose for a family member to homestead on the new lot, and any further subdividing of any of these parcels beyond a Family Subdivision shall require road improvements, in accordance with the Catawba County Unified Development Ordinance

\_\_\_\_\_  
Owner/Subdivider

\_\_\_\_\_  
Date

And;

**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

My commission expires

(Seal)

\_\_\_\_\_, 20\_\_

And;

**Surveyors Certificate of Survey and Accuracy**

I \_\_\_\_\_, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_, page \_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_, page \_\_; that the ratio of precision as calculated is 1: \_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_ day of \_\_\_\_\_, A.D., 20\_\_

\_\_\_\_\_  
Seal or Stamp

\_\_\_\_\_  
Surveyor, Registration Number

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<b>And;</b>	
The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land	
_____ Surveyor	
<b>And;</b>	
<u>Watershed Notation</u> The parcels of land as shown on this plat are located in the _____ watershed	
<b>OR;</b>	
<u>Watershed Notation</u> The parcels of land as shown on this plat are not located in a watershed	
<b>And;</b>	
<u>Flood Plain Notation</u> The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number____	
<b>OR;</b>	
<u>Flood Plain Notation</u> The parcels of land as shown on this plat are not located in a 100-year flood plain	
<b>And;</b>	
<u>Approval Certificate for Family Subdivision Plat</u> I certify that the subdivision plat shown has been found to comply with the Subdivision Regulations of Catawba County and is approved for recording in the Office of the Register of Deeds of Catawba County within sixty days of the date of this approval	
_____ Director of Planning or Designee	_____ Date
<b>And;</b>	
<u>Review Officer Certificate</u> State of North Carolina, County of Catawba I, _____, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording	
_____ Review Officer	_____ Date
<b>And;</b>	
<u>Register of Deeds Certificate</u> Catawba County, North Carolina Filed this ____ day of _____ 20 ____ at _____ and recorded in Plat Book ____ Page ____	
_____ Register of Deeds	

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Fax (828) 465-8484

**12.1****Minor Subdivision Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Application Date \_\_\_\_\_

North Carolina (NC) General Statutes 153A-330 and 153A-335, and the County Subdivision Regulations require building sites or other divisions of land to be mapped by an NC Registered Land Surveyor. The map must be approved by the County and recorded in the Office of the Register of Deeds. NO ZONING, SEPTIC TANK, or BUILDING PERMIT will be issued until each newly created piece of property has been mapped, approved, and recorded. In order to properly comply with North Carolina State Law, the following items must be completed in the order outlined below:

- ☐ Contact the Planning Department to make sure that the division of property planned is a Minor Subdivision
- ☐ Contact a registered Land Surveyor and have him/her prepare a map showing how the property is to be divided
- ☐ All information contained in Chart 2.2 of the Procedures Manual
- ☐ Have the surveyor stake the corners and number each new parcel of land
- ☐ Schedule an appointment with a Planner and bring 4 - (18 inch by 24 inch) paper copies of your survey for review
- ☐ Call the County Environmental Health Department and apply for lot evaluations for wells and/or septic systems on all lots shown on the map. They will need a copy of the survey
- ☐ After tests have been completed by the Environmental Health Department, obtain an approval form and bring the form to the Planning Department
- ☐ After the Planning Department has reviewed the paper copy of your subdivision plan, schedule an appointment with a Planner and bring 1 final paper copy and 1 final "mylar" of your plat (size 18 inch by 24 inch). A final copy must include all required corrections
- ☐ A review fee must be paid - See Catawba County Fee Schedule for current fee
- ☐ A recording fee must be paid. (Cash or check made out to Catawba County Register of Deeds)
- ☐ A Planner will approve the map and record the mylar at the Register of Deeds office once all the above steps have been completed

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**12.2****Minor Subdivision Plat Certificates****Ownership and Dedication Certificate for Individual Owners**

I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, dedicated for public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County.

\_\_\_\_\_  
Owner\_\_\_\_\_  
Date**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

My commission expires

(Seal)

\_\_\_\_\_, 20\_\_

**OR;****Ownership and Dedication Certificate for Corporations**

I (We) certify that; I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, dedicated for a public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County.

\_\_\_\_\_  
Name of Corporation

(Corporate Seal)

\_\_\_\_\_  
By (President's signature)\_\_\_\_\_  
Date\_\_\_\_\_  
Attest (Secretary signature)\_\_\_\_\_  
Date**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that (s)he is \_\_\_\_\_ Secretary of \_\_\_\_\_, a corporation, and that, by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_ President, sealed with its corporate seal, and attested by \_\_\_\_\_ self as its \_\_\_\_\_ Secretary.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

My commission expires

(Seal)

\_\_\_\_\_, 20\_\_

**CATAWBA COUNTY**

P.O. Box 389 100-A South West Boulevard Newton, North Carolina 28658-0389  
<http://www.catawbacountync.gov>

Phone (828) 465-8380  
Fax (828) 465-8484

And;	
<u>Surveyors Certificate of Survey and Accuracy</u> I _____, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book __, page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, page __; that the ratio of precision as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this __ day of _____, A.D., 20 __	
Seal or Stamp	_____ Surveyor, Registration Number
And;	
The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land _____ Surveyor	
And;	
<u>Watershed Notation</u> The parcels of land as shown on this plat are located in the _____ watershed <b>OR;</b> <u>Watershed Notation</u> The parcels of land as shown on this plat are not located in a watershed	
And;	
<u>Flood Plain Notation</u> The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number____ <b>OR;</b> <u>Flood Plain Notation</u> The parcels of land as shown on this plat are not located in a 100-year flood plain	
And;	
<u>Approval Certificate for Minor Subdivision Plat</u> I certify that the subdivision plat shown has been found to comply with the Subdivision Regulations of Catawba County and is approved for recording in the Office of the Register of Deeds of Catawba County within sixty days of the date of this approval _____ Director of Planning or Designee	
_____ Date	
And;	
<u>Review Officer Certificate</u> State of North Carolina, County of Catawba I, _____, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording. _____ Review Officer	
_____ Date	
And;	
<u>Environmental Health Approval of Subdivision Plat</u> This final plat and lots shown have been approved by the Environmental Health Division of the Catawba County Department of Public Health. Improvement Permits have been issued for each individual lot to be recorded and will expire 60 months from the date of issuance unless otherwise noted on permit. _____ Environmental Health Supervisor or Designee	
_____ Date	



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And;

Register of Deeds Certificate

Catawba County, North Carolina

Filed this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_ and recorded in Plat Book \_\_\_\_ Page \_\_\_\_

\_\_\_\_\_  
Register of Deeds

**CATAWBA COUNTY**

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**13.1****Major Subdivision Sketch Plat Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ # of Lots \_\_\_\_\_

Submitted with this application are the following: (all items must be submitted and checked):

- ☐ Plat - 15 (18 inch by 24 inch) paper copies of plat with all information required by the *Catawba County Procedures Manual*
- ☐ All information contained in Chart 2.2 of the Procedures Manual
- ☐ Water supply - Check with the Catawba County Utilities & Engineering Department, or appropriate municipality, to see if public water is available to the subdivision (check system that is proposed)
  - ☐ Individual wells
  - ☐ Catawba County water system
  - ☐ Municipal water system
  - ☐ Private water system
- ☐ Sewage disposal - Check with the Catawba County Utilities & Engineering Department or appropriate municipality to see if public sewer is available to the subdivision (check system that is proposed)
  - ☐ Individual septic systems
  - ☐ Municipal sewer system
  - ☐ Private sewer system
- ☐ Proposed use of property
  - ☐ Stick-built
  - ☐ Modular
  - ☐ Manufactured Home
  - ☐ Commercial
  - ☐ Other (specify) \_\_\_\_\_
- ☐ Are private roads proposed? - Private roads are constructed to NCDOT minimum construction standards, but maintained privately
  - ☐ Yes
  - ☐ No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

All application items need to be submitted to applicable departments by the first business day of the month for that month's Subdivision Review Board (SRB) meeting. The SRB meets on the last Tuesday of each month at 3:00 PM in the Catawba County Government Center Second Floor Meeting Room or the Second Floor Conference Room as posted. Application items noted above are subject to change. It is recommended that a representative of the development attend the meeting. Please contact the Catawba County Planning and Community Development Department for current information.

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Phone (828) 465-8380  
Fax (828) 465-8484

**13.2****Major Subdivision Preliminary Plat Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Phone \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ # of Lots \_\_\_\_\_

Submitted with this application are the following: (all items must be submitted and checked)

- ☐ Plat - 15 (18 inch by 24 inch) paper copies of plat with all information required by the *Catawba County Procedures Manual*
- ☐ All information contained in Chart 2.2 of the Procedures Manual
- ☐ Road profiles - up to 15 copies of road profiles, as necessary, submitted to the County. It is recommended that the applicant also submit a copy to NCDOT to expedite the process
- ☐ A copy of the driveway permit application from the NCDOT
- ☐ Proposed road names for Catawba County E-911 Office consideration
- ☐ A copy of the Erosion Control Permit application from the County, if applicable
- ☐ Water supply - Check with the Catawba County Utilities & Engineering Department, or appropriate municipality, to see if public water is available to the subdivision (check system that is proposed)
  - ☐ Individual wells - contact the Catawba County Environmental Health Department
  - ☐ Catawba County water system - submit a letter from Catawba County Utilities & Engineering Department regarding ability to connect
  - ☐ Municipal water system - submit a letter from municipality regarding ability to connect. Municipality providing water service \_\_\_\_\_
  - ☐ Private water system - submit a letter from company regarding ability to connect. Company providing water service \_\_\_\_\_
- ☐ A copy of the Erosion Control Permit application from the County, if applicable
- ☐ Sewage disposal - Check with the Catawba County Utilities & Engineering Department or appropriate municipality to see if public sewer is available to the subdivision (check system that is proposed)
  - ☐ Individual septic systems - contact the Catawba County Environmental Health Department
  - ☐ Municipal sewer system - submit a letter from municipality regarding ability to connect. Municipality providing sewer service \_\_\_\_\_
  - ☐ Private sewer system - submit a letter from company regarding ability to connect. Company providing sewer service \_\_\_\_\_



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- ☐ Proposed use of property
  - ☐ Stick-built
  - ☐ Modular
  - ☐ Manufactured Home
  - ☐ Commercial
  - ☐ Other (specify) \_\_\_\_\_
- ☐ Are private roads proposed? - Private roads are constructed to NCDOT minimum construction standards, but maintained privately
  - ☐ Yes
  - ☐ No
- ☐ Copy of Home Owners Association restrictive covenants, if applicable
- ☐ Filing fee - See Catawba County fee schedule for current fee

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

All application items need to be submitted to applicable departments by the first business day of the month for that month's Subdivision Review Board (SRB) meeting. The SRB meets on the last Tuesday of each month at 3:00 PM in the Catawba County Government Center Second Floor Meeting Room or the Second Floor Conference Room as posted. Application items noted above are subject to change. It is recommended that a representative of the development attend the meeting. Please contact the Catawba County Planning and Community Development Department for current information.

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Fax (828) 465-8484

**13.3****Major Subdivision Final Plat Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_  
Engineer/Surveyor: \_\_\_\_\_ Phone \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ # of Lots \_\_\_\_\_

Submitted with this application are the following: (all items must be submitted and checked)

- ☐ All outstanding conditions corrected or addressed as stated per preliminary plat approval
- ☐ 15 paper copies of the final plat (size 18 inch x 24 inch)
- ☐ All information contained in Chart 2.2 of the Procedures Manual
- ☐ A final plat approval letter from North Carolina Department of Transportation (NCDOT). The County will request letter from NCDOT after submittal of application to County. **Note:** NCDOT must **approve** and **sign** the mylar prior to County approval
- ☐ A final road construction approval letter from NCDOT stating that the roads are complete and constructed to State standards, or
  - o A complete performance guarantee package in accordance with Catawba County's *Unified Development Ordinance* and the *Procedures Manual*, valid for up to one (1)-year. This must include:
    - o A means to cover the cost (125%) of the construction improvements, this can be a Letter of Credit, a Certified Check, or a Surety Bond
    - o A performance guarantee agreement completed and notarized
    - o Updated construction plans to be approved by Catawba County if revised from preliminary plan
    - o Executed contract from a NC Licensed Contractor **or** a per unit cost of total estimate of improvement(s) submitted by a NC Professional Engineer, made assignable to the applicant and Catawba County
    - o Construction schedule indicating time of initiation and completion of work
    - o Performance Guarantee initial review fee. See Catawba County Fee Schedule
- ☐ Water Supply (check one of the following):
  - o For individual on-site wells, a final approval letter from Catawba County Environmental Health
  - o For connection to a municipal water supply, a final approval letter from the municipality. This will require an as-built engineering certification for the water line, or
  - o For connection to a County water line, a final approval letter from Catawba County Utilities & Engineering Department. This will require an as-built engineering certification for the water line, or;
  - o A complete performance guarantee package in accordance with Catawba County's *Unified Development Ordinance* and the *Procedures Manual*, valid for up to one (1)-year. This must include:
    - A means to cover the cost (125%) of the construction improvements. This can be a Letter of Credit, a Certified Check, or a Surety Bond
    - A performance guarantee agreement completed and notarized



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- Updated construction plans to be approved by Catawba County if revised from preliminary plan
  - Executed contract from a NC Licensed Contractor **or** a per unit cost of total estimate of improvement(s) submitted by a NC Professional Engineer, made assignable to the applicant and Catawba County
  - Construction schedule indicating time of initiation and completion of work
  - Performance Guarantee initial review fee. See Catawba County Fee Schedule for current fee
- ☐ Sewer/Septic (check one of the following):
- ☐ For individual on-site septic systems, a final approval letter from Catawba County Environmental Health
  - ☐ For connection to a municipal sewer line, a final approval letter from the municipality. This will require an as-built engineering certification for the sewer line; or
  - ☐ A complete performance guarantee package in accordance with Catawba County's *Unified Development Ordinance* and the *Procedures Manual*, valid for up to one (1)-year. This must include:
    - A means to cover the cost (125%) of the construction improvements. This can be a Letter of Credit, a Certified Check, or a Surety Bond
    - A performance guarantee agreement completed and notarized
    - Updated construction plans to be approved by Catawba County if revised from preliminary plan
    - Executed contract from a NC Licensed Contractor **or** a per unit cost of total estimate of improvement(s) submitted by a NC Professional Engineer, made assignable to the applicant and Catawba County
    - Construction schedule indicating time of initiation and completion of work
    - Performance Guarantee initial review fee. See Catawba County Fee Schedule for current fee
- ☐ After the Planning Department has reviewed the paper copy of your subdivision plan, schedule an appointment with a County Planner and bring 1 final paper copy and 1 final "Mylar" of your plat (recordable size 18 inch x 24 inch) - a final copy must include all required corrections
- ☐ Fees:
- ☐ See Catawba County Fee Schedule
  - ☐ Recording fee – See the Catawba County Register of Deeds - this is a separate fee and is paid after the final plat is approved and ready for recordation (cash or check made out to Catawba County Register of Deeds)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Final subdivision plats will be reviewed administratively. The final plat will be reviewed within ten (10) working days from receipt of a complete final subdivision submittal. Application items noted above are subject to change. Please contact the Catawba County Planning and Community Development Department at (828) 465-8380 for current information.

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13.4

**Major Subdivision Final Plat Certificates****Ownership and Dedication Certificate for Individual Owners**

I (We) certify that; I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, as dedicated for a public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County.

\_\_\_\_\_  
 Owner

\_\_\_\_\_  
 Date

**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 Notary

My commission expires

(Seal)

\_\_\_\_\_, 20\_\_

**OR;****Ownership and Dedication Certificate for Corporations**

I (We) certify that; I am (We are) the owner(s) of the property described hereon, which property is located within the subdivision regulation jurisdiction of Catawba County, that I (We) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat such as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I (We) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat, dedicated for a public use, shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Catawba County.

\_\_\_\_\_  
 Name of Corporation

(Corporate Seal)

\_\_\_\_\_  
 By (President's signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Attest (Secretary signature)

\_\_\_\_\_  
 Date

**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that (s)he is \_\_\_\_\_ Secretary of \_\_\_\_\_, a corporation, and that, by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_ President, sealed with its corporate seal, and attested by \_\_\_\_\_ self as its \_\_\_\_\_ Secretary.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 Notary

My commission expires

(Seal)

\_\_\_\_\_, 20\_\_

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And;

**Public Plat Declaration**

All roads in this subdivision are hereby declared public. The maintenance of all streets and roads in this subdivision shall be the responsibility of \_\_\_\_\_ and it shall be their responsibility to bring such streets up to the standards of the North Carolina Department of Transportation before any streets on this plat are added into the North Carolina State Highway System. Where a road has been offered for public dedication, that offer may not be withdrawn from public dedication without prior review and approval from the Catawba County Subdivision Review Board.

\_\_\_\_\_  
Owner/Subdivider

\_\_\_\_\_  
Date

And;

**Surveyors Certificate of Survey and Accuracy**

I \_\_\_\_\_, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_, page \_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_, page \_\_; that the ratio of precision as calculated is 1: \_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_ day of \_\_\_\_\_, A.D., 20 \_\_

\_\_\_\_\_  
Seal or Stamp

\_\_\_\_\_  
Surveyor, Registration Number

And;

The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land

\_\_\_\_\_  
Surveyor

And;

**Watershed Notation**

The parcels of land as shown on this plat are located in the \_\_\_\_\_ watershed

**OR;**

**Watershed Notation**

The parcels of land as shown on this plat are not located in a watershed

And;

**Flood Plain Notation**

The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number \_\_\_\_\_

**OR;**

**Flood Plain Notation**

The parcels of land as shown on this plat are not located in a 100-year flood plain

And;

**Approval Certificate for Major Subdivision Plat**

This final plat and the street names shown have been found to comply with the Subdivision Regulations of Catawba County and were approved by the Catawba County Planning Director or his/her designee. All streets, utilities and other required improvements have been installed according to specifications and standards, or a guarantee of the installation of the required improvements in an amount and manner satisfactory to Catawba County has been received. This plat is approved for recording in the Office of the Register of Deeds of Catawba County within sixty (60) days of the date of this approval.

\_\_\_\_\_  
Director of Planning or Designee

\_\_\_\_\_  
Date

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And;

Review Officer Certificate

State of North Carolina, County of Catawba I, \_\_\_\_\_, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

\_\_\_\_\_  
Date

And;

Environmental Health Approval of Subdivision Plat

This final plat and lots shown have been approved by the Environmental Health Division of the Catawba County Department of Public Health. Improvement Permits have been issued for each individual lot to be recorded and will expire 60 months from the date of issuance unless otherwise noted on permit.

\_\_\_\_\_  
Environmental Health Supervisor or Designee

\_\_\_\_\_  
Date

And;

Register of Deeds Certificate

Catawba County, North Carolina

Filed this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_ and recorded in Plat Book \_\_\_\_ Page \_\_\_\_

\_\_\_\_\_  
Register of Deeds

And;

NCDOT Certificate

Department of Transportation Division of Highways

Proposed Subdivision Roads Construction Standards Certification

Approved by: \_\_\_\_\_

\_\_\_\_\_  
District Engineer

Date: \_\_\_\_\_



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### **14.1**

#### **Exempt From Subdivision Land Division Recording Information**

(Plat does not require recordation and is not subject to the Subdivision Regulations)

**NOTE:** *Exempt From Subdivision Land Division* situations will need to be evaluated on an individual basis for determination of compliance. Although an *Exempt From Subdivision Land Division* may be exempt from subdivision review, any new parcels created will have to be evaluated by the appropriate agencies before new permits can be issued.

There are times when dividing or recombining land does not fall under the definition of Subdivision. These cases are not subject to Catawba County Subdivision Regulations and a recorded mylar plat is not required.

When the County reviews a parcel for *Exempt From Subdivision Land Division*, only legally created lots will be considered. There are instances where a lot was created by deed only (without a recorded plat), when a recorded plat was required. In this case the deeded lot is not considered a legal zoning lot; therefore, this lot would not be included for review as an *Exempt From Subdivision Land Division* until the Ordinance requirements are met.

There are 3 ways to pursue recording an *Exempt From Subdivision Land Division*:

### **14.2 New Deed**

If the land falls under the *Exempt From Subdivision Land Division* category, a new deed describing the property recorded with the County Register of Deeds will be the minimum required information needed to document the parcels. A new deed will refer to a survey.

If the recombination involves complete existing lots, then a **New Deed** will have to specify the intent of the deed. only with the language “The purpose of this deed is to combine lot \_\_ with lot \_\_ to create one zoning lot” without a new survey may be sufficient. Speak with your attorney regarding this.

If the recombination involves portions of lots and a new survey map is not recorded, the new deed will have to specify the intent of the deed. For example, for a recombination of land, the deed could contain the wording “The purpose of this deed is to combine a portion of (Deed Book & Page Number or PIN Number) tract together with the existing (Deed Book & Page Number or PIN Number) tract as shown on the survey dated \_\_\_\_\_”. The owners of the property releasing the portion of land, as well as the property owners receiving the portion to be combined with their existing land, must be the same in order to transfer property ownership and to review the recombination as a valid zoning lot.

If the recombination involves portions of lots, then it may be helpful to follow the procedures for **Map Attached to New Deed** or **Mylar** below.



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### **14.3**

#### **Map Attached to New Deed**

Although not required, a paper copy of the survey can be attached to a new deed and recorded along with the deed. Maps attached to deed must be no larger than 8-1/2 inches by 14 inches. This can be helpful in identifying the parcels when a mylar plat is not recorded. If a map attached to a deed is desired, then the Planning Department can sign the map with a Review Officer's signature, which will permit recordation of the map attached to the deed with the Register of Deeds Office. One of the two (2) items below will need to be in place in order for the Review Officer to sign:

- a) The paper map to contain a surveyor's original signature and seal.
- b) The paper map is a map, already on file in the public records that is certified by the custodian of the public record to be a true and accurate record copy of a map bearing the original personal signature and original seal.

The Review Officer is not required to sign the map attachment if it contains the following statement:

"This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations"

### **14.4 Mylar**

Even though a mylar plat is not required, it is permissible. If you want a mylar plat recorded with the County Register of Deeds, then specific certificates and items will need to appear on the plat before the Planning Department can sign the plat. *Exempt From Subdivision Land Division* plats will conform to the latest version of G.S. 47-30 and *Standards of Practice for Land Surveying in North Carolina*.

If a mylar plat is made showing a recombination of land, then land hook symbols, along with the wording indicating that the portion is to be combined **BY DEED** with the relevant PIN number must also be included on the map. All owners involved in the recombination will need to sign the mylar. This includes both the property owner transferring the portion of land as well as the property owner receiving the portion to be combined with their existing land. **After the mylar map is recorded, a new deed must be recorded referring to the recorded mylar in order to transfer property ownership and to review the recombination as a valid zoning lot.**

All information contained in Chart 2.2 of the Procedures Manual

A review fee must be paid. See Catawba County Fee Schedule. Additionally, a recording fee is required at the Register of Deeds office.

**CATAWBA COUNTY**

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<http://www.catawbacountync.gov>

Phone (828) 465-8380  
Fax (828) 465-8484

**14.5****Exempt From Subdivision Land Division Plat Certificates**

<u>Ownership Certificate for Exempt from Subdivision Land Division Plat</u> I (We) certify that I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County  _____ Owner _____ Date _____	
And;	
STATE OF NORTH CAROLINA COUNTY OF CATAWBA I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20__  _____ Notary My commission expires _____ (Seal) _____, 20__	
And;	
The survey is of an existing parcel or parcels of land and does not create a new street or change an existing street  _____ Surveyor <b>OR;</b> The survey is of an existing building or other structure, or natural feature, such as a watercourse  _____ Surveyor <b>OR;</b> The survey is a control survey  _____ Surveyor <b>OR;</b> The survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision  _____ Surveyor	
And;	
<u>Surveyors Certificate of Survey and Accuracy</u> I _____, certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book __, page __, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book __, page __; that the ratio of precision as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this __ day of _____, A.D., 20 __  _____ Seal or Stamp _____ Surveyor, Registration Number _____	
And;	
<u>Watershed Notation</u> The parcels of land as shown on this plat are located in the _____ watershed <b>OR;</b> <u>Watershed Notation</u> The parcels of land as shown on this plat are not located in a watershed	

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And;

Flood Plain Notation

The parcels of land as shown on this plat are located in a 100-year flood plain FEMA Panel Number\_\_\_\_

**OR;**

Flood Plain Notation

The parcels of land as shown on this plat are not located in a 100-year flood plain

And;

Approval Certificate for Exempt from Subdivision Plat

I certify that to the best of my ability I have determined that the plat shown heron is exempt from Catawba County Subdivision Regulations

\_\_\_\_\_  
Director of Planning or Designee

\_\_\_\_\_  
Date

**OR;**

Approval Certificate for Recombination of Land Plat

I certify that to the best of my ability I have determined that the plat shown hereon is exempt from Catawba County Subdivision Regulations. This plat involves the combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown in the Unified Development Ordinance.

\_\_\_\_\_  
Director of Planning or Designee

\_\_\_\_\_  
Date

And;

Review Officer Certificate

State of North Carolina, County of Catawba I, \_\_\_\_\_, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

\_\_\_\_\_  
Date

And;

Register of Deeds Certificate

Catawba County, North Carolina

Filed this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_ and recorded in Plat Book \_\_\_\_ Page \_\_\_\_

\_\_\_\_\_  
Register of Deeds

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**15.1****Manufactured Home Park Application**

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's Fax # \_\_\_\_\_ Applicant's e-mail \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_  
Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_  
Parcel 911 Address \_\_\_\_\_ PIN # \_\_\_\_\_  
Subdivision Name and Lot # \_\_\_\_\_

The preliminary manufactured home park plan must be submitted to the County planner a minimum of 45 days prior to the date of the planning board meeting at which the plan will be considered for approval. Prior to consideration of the plan by the planning board, a public hearing shall be held by the Board regarding the plan's consistency with the requirements of this Chapter. When an existing manufactured home park is being expanded such that no additional property is being added or the boundaries of the park are not expanded, the preliminary plan must be reviewed by the board of adjustment as a site plan review process.

Applications for a development requires complete application along with submittal of 12 - (18 inch x 24 inch), 1 - (8 inch x 11 inch) and a .PDF file of the development plan

All information contained in Chart 2.1 of the Procedures Manual to be placed on submitted plan. Submitted plan to contain the following Agreement Certificate:

I (We) have read and understand and agree to abide by the *Catawba County Unified Development Ordinance* as it pertains to the development of the \_\_\_\_\_. I (We) certify that: I am (We are) the owner(s) of the property described hereon, which property is located within the jurisdiction of Catawba County, that I (We) agree to complete all improvements as contained on the submitted and approved development plan \_\_\_\_\_ (date).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_



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**16.1**

**Municipality Approval of Utility Installation Form**

The developer \_\_\_\_\_ is requesting a final approval of the \_\_\_\_\_ subdivision in Catawba County. One of the conditions for final approval involves a completed utility installation for public (water / sewer) lines.

Would you please verify that the installation of \_\_\_\_\_  
\_\_\_\_\_

is complete to your standards by completing the form below and sending it back to Catawba County at the above address.

Thank you for your assistance.

Municipality \_\_\_\_\_

Type of Improvements completed \_\_\_\_\_

Approving authority Name/Title \_\_\_\_\_

Approving authority signature \_\_\_\_\_

Date of completion \_\_\_\_\_



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**17.1**

**Performance Guarantee Agreement for Corporation**

STATE OF NORTH CAROLINA, COUNTY OF CATAWBA

THIS AGREEMENT MADE AND ENTERED INTO this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_ (Developer) hereinafter known as "Developer", and between the Catawba County Director of Planning and Development, hereinafter known as "Director", which Director is also a duly constituted agent of Catawba County.

**WITNESSETH**

WHEREAS, Developer is attempting to secure from Director, approval of a Final Plat / Final Plan (circle one that applies) of a proposed development to be known as the \_\_\_\_\_, located in Catawba County, North Carolina; and

WHEREAS, a County Ordinance entitled Unified Development Ordinance (UDO) of Catawba County, as adopted by the Board of Commissioners of Catawba County on the \_\_\_\_ day of \_\_\_\_\_, 2006, (and as subsequently amended), requires the completion of certain improvements prior to Final Plat / Final Plan (circle one that applies) approval by Director; and

WHEREAS, the UDO also allows Director, at his/her discretion, to permit Developer to provide one of the following: (circle one that applies)

1. A Certified Check or Cash
2. A Letter of Credit
3. A Surety Bond

To be held in escrow with the County Manager as escrow agent, with Catawba County through Director to guarantee the completion of the required improvements; and

WHEREAS, Director desires to approve said Final Plat / Final Plan (circle one that applies) and, in lieu of requiring completion of all improvements prior to approval, will accept from Developer the filing of all improvements prior to approval, a certified check / letter of credit / surety bond (circle one that applies) from \_\_\_\_\_ Bank to guarantee and secure completion of said improvements.

**THE PARTIES AGREE TO THE FOLLOWING:**

1. Developer shall on or before the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, complete as required the following improvements in the \_\_\_\_\_ Development:

\_\_\_\_\_  
\_\_\_\_\_



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2. Developer shall file with Catawba County through the Director of Planning and Development, a certified check / letter of credit / surety bond (circle one that applies) in the amount of \_\_\_\_\_ securing and guaranteeing completion of the improvements by the required date; and Director has, by appropriate action, caused this Agreement to be reviewed for approval by the County Attorney, and the Corporation has, by appropriate action of its Board of Directors, caused this Agreement to be executed by its \_\_\_\_\_ President, and attested by its \_\_\_\_\_ Secretary under corporate seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Director of Planning and Development

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

Address and telephone number of Developer/Owner:

Address: \_\_\_\_\_ Telephone: ( \_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that (s)he is \_\_\_\_\_ Secretary of \_\_\_\_\_, a corporation, and that, by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_ President, sealed with its corporate seal, and attested by \_\_\_\_\_ self as its \_\_\_\_\_ Secretary.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary

My commission expires \_\_\_\_\_ (Seal)  
\_\_\_\_\_, 20 \_\_\_\_



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**17.2**

**Performance Guarantee Agreement for LLC**

STATE OF NORTH CAROLINA, COUNTY OF CATAWBA

THIS AGREEMENT MADE AND ENTERED INTO this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_ (Developer) hereinafter known as "Developer", and between the Catawba County Director of Planning and Development, hereinafter known as "Director", which Director is also a duly constituted agent of Catawba County.

**W I T N E S S E T H**

WHEREAS, Developer is attempting to secure from Director, approval of a Final Plat / Final Plan (circle one that applies) of a proposed development to be known as the \_\_\_\_\_, located in Catawba County, North Carolina; and

WHEREAS, a County Ordinance entitled Unified Development Ordinance (UDO) of Catawba County, as adopted by the Board of Commissioners of Catawba County on the \_\_\_\_ day of \_\_\_\_\_, 2006, (and as subsequently amended), requires the completion of certain improvements prior to Final Plat / Final Plan (circle one that applies) approval by Director; and

WHEREAS, the UDO also allows Director, at his/her discretion, to permit Developer to provide one of the following: (circle one that applies)

1. A Certified Check or Cash
2. A Letter of Credit
3. A Surety Bond

To be held in escrow with the County Manager as escrow agent, with Catawba County through Director to guarantee the completion of the required improvements; and

WHEREAS, Director desires to approve said Final Plat / Final Plan (circle one that applies) and, in lieu of requiring completion of all improvements prior to approval, will accept from Developer the filing of all improvements prior to approval, a certified check / letter of credit / surety bond (circle one that applies) from \_\_\_\_\_ Bank to guarantee and secure completion of said improvements.

**THE PARTIES AGREE TO THE FOLLOWING:**

1. Developer shall on or before the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, complete as required the following improvements in the \_\_\_\_\_ Development:

---

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2. Developer shall file with Catawba County through the Director of Planning and Development, a certified check / letter of credit / surety bond (circle one that applies) in the amount of \_\_\_\_\_ securing and guaranteeing completion of the improvements by the required date; and Director has, by appropriate action, caused this Agreement to be reviewed for approval by the County Attorney, and the company has, by appropriate action of its Members or Managers, caused this Agreement to be approved and to be executed by a Member or Manager. This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Director of Planning and Development

By: \_\_\_\_\_  
Member/Manager

Address and telephone number of Developer/Owner:

Address: \_\_\_\_\_ Telephone: ( \_\_ ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

My commission expires  
\_\_\_\_\_, 20\_\_

(Seal)



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**17.3**

**Performance Guarantee Agreement for Individual**

STATE OF NORTH CAROLINA, COUNTY OF CATAWBA

THIS AGREEMENT MADE AND ENTERED INTO this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_ (Developer) hereinafter known as "Developer", and between the Catawba County Director of Planning and Development, hereinafter known as "Director", which Director is also a duly constituted agent of Catawba County.

**W I T N E S S E T H**

WHEREAS, Developer is attempting to secure from Director, approval of a Final Plat / Final Plan (circle one that applies) of a proposed development to be known as the \_\_\_\_\_, located in Catawba County, North Carolina; and

WHEREAS, a County Ordinance entitled Unified Development Ordinance (UDO) of Catawba County, as adopted by the Board of Commissioners of Catawba County on the \_\_\_\_ day of \_\_\_\_\_, 2006, (and as subsequently amended), requires the completion of certain improvements prior to Final Plat / Final Plan (circle one that applies) approval by Director; and

WHEREAS, the UDO also allows Director, at his/her discretion, to permit Developer to provide one of the following: (circle one that applies)

1. A Certified Check or Cash
2. A Letter of Credit
3. A Surety Bond

To be held in escrow with the County Manager as escrow agent, with Catawba County through Director to guarantee the completion of the required improvements; and

WHEREAS, Director desires to approve said Final Plat / Final Plan (circle one that applies) and, in lieu of requiring completion of all improvements prior to approval, will accept from Developer the filing of all improvements prior to approval, a certified check / letter of credit / surety bond (circle one that applies) from \_\_\_\_\_ Bank to guarantee and secure completion of said improvements.

**THE PARTIES AGREE TO THE FOLLOWING:**

1. Developer shall on or before the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, complete as required the following improvements in the \_\_\_\_\_ Development:

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2. Developer shall file with Catawba County through the Director of Planning and Development, a certified check / letter of credit / surety bond (circle one that applies) in the amount of \_\_\_\_\_ securing and guaranteeing completion of the improvements by the required date; and Director has, by appropriate action, caused this Agreement to be reviewed for approval by the County Attorney, and the company has, by appropriate action of its Members or Managers, caused this Agreement to be approved and to be executed by a Member or Manager. This the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Director of Planning and Development

By: \_\_\_\_\_  
Member/Manager

Address and telephone number of Developer/Owner:

Address: \_\_\_\_\_ Telephone: ( \_\_ ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF NORTH CAROLINA COUNTY OF CATAWBA**

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_

\_\_\_\_\_  
Notary

My commission expires  
\_\_\_\_\_, 20 \_\_

(Seal)



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17.4

**“Sample” No Contest Irrevocable Letter of Credit**

(To be typed on Bank’s letterhead)

STATE OF NORTH CAROLINA, COUNTY OF \_\_\_\_\_

IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_

(Name of Bank)

Address: (Including branch, if any)

Date: \_\_\_\_\_

TO: Catawba County  
C/O County Manager  
PO Box 389  
Newton, NC 28658

(SEAL)

Sir:

We hereby open our irrevocable credit in your favor by your drafts at sight on us for a sum not exceeding \$ \_\_\_\_\_ for the account of \_\_\_\_\_ hereinafter known as "Customer". When presented for negotiation, drafts must be accompanied by the signed statement of the Catawba County Manager that drawing is due to default or failure to perform by Customer, the following improvements in the \_\_\_\_\_ Development on or before the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

List improvements here:

\_\_\_\_\_  
\_\_\_\_\_

The term of this irrevocable credit is either through and including the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ or upon written notice from the Catawba County Manager that the required improvements have been timely completed, whichever is earlier.

Acting through the Catawba County Manager, you will notify us when either of the following occurs:

1. The required improvements have been timely completed and the credit may be released; or
2. The Customer has failed to perform or is in default thereunder. All drafts drawn hereunder must be marked as follows:



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The amount of any draft drawn under this credit must, concurrently with negotiation, be endorsed on the reverse side hereof, and the presentation of any such draft shall be a warranty by the negotiating bank that such endorsement has been made.

This Letter of Credit shall be transferable and/or assignable to only Catawba County.

This Letter of Credit, except as otherwise expressly provided herein, is governed by the Uniform Commercial Code in force in the State of North Carolina on the date hereof.

Very truly yours,

(Name of Bank)

Address of Catawba County Office

By: \_\_\_\_\_  
(Authorized Signature)